



2014 NATIONAL TEACHER OF THE YEAR PROGRAM

General Guidelines and Instructions

The classroom teacher is the backbone of the American educational system. No one person has a greater impact on the education of a child than does the teacher who creates the primary learning and instructional environment. It is the mission of the National Teacher of the Year Program to recognize and honor the contributions of the American classroom teacher. The Program is the oldest and most prestigious honors program to focus public attention on excellence in teaching.

Now in its sixty-second year, the National Teacher of the Year Program, sponsored by Target, is a project of the Council of Chief State School Officers in partnership with the ING Foundation, the University of Phoenix and People to People Ambassador Programs.

Every state may nominate a candidate for National Teacher of the Year. The National Teacher is released from classroom duties during the year of recognition to serve as a spokesperson and advocate for the entire teaching profession. The National Teacher of the Year maintains a full schedule of speaking engagements throughout the country, and increasingly throughout the world, before a variety of business, community, and education groups.

Nomination

Each chief state school officer is invited to nominate a candidate from his or her jurisdiction. (The method and materials used to select the state candidate may vary from jurisdiction to jurisdiction.)

The candidate should:

- **be an exceptionally dedicated, knowledgeable, and skilled teacher in any state-approved or accredited school, pre-kindergarten through grade twelve, who is planning to continue in an active teaching status; (Supervisory and administrative responsibilities should be of secondary consideration.)**
- **inspire students of all backgrounds and abilities to learn;**
- **have the respect and admiration of students, parents, and colleagues;**
- **play an active and useful role in the community as well as in the school; and**

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- **be poised, articulate, and possess the energy to withstand a taxing schedule.**

The name, subject area, grade level taught, school and city of the 2014 candidate must be provided to the National Teacher of the Year Program on or before Monday, October 28, 2013, by phone, letter, fax, or electronic mail. The complete application package of a state's candidate for 2014 National Teacher of the Year, submitted on the official application form, must be in the offices of the National Teacher of the Year program on or before Friday, November 1, 2013.

Selection

A National Selection Committee selects four finalists from the nominations received. The finalists are brought to Washington, DC, for individual interviews with the committee. The National Selection Committee includes one representative from each of the following organizations:

- American Association of Colleges for Teacher Education
- American Association of School Administrators
- American Federation of Teachers
- Association for Childhood Education International
- Association for Middle Level Education
- ASCD
- Association of Teacher Educators
- National Association for the Education of Young Children
- National Association of Elementary School Principals
- National Association of Secondary School Principals
- National Association of State Boards of Education
- National PTA
- National Education Association
- National School Boards Association
- National School Public Relations Association.

If a state's candidate is selected as the 2014 National Teacher of the Year, the chief state school officer and the teacher will be notified, on a confidential basis, several weeks in advance of the public announcement. The three finalists not selected and their chief state school officers will receive confidential notification at the same time.

Contact Jon Quam, Director, National Teacher of the Year Program, if you have any questions or concerns (202-336-7047; 202-408-8072 fax; email: jonq@ccsso.org).



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Timeline for National Teacher of the Year Selection

<i>Prior to October 28, 2013</i>	Determine through your own selection process your State Teacher of the Year. When the choice has been made, the teacher should be notified together with the teacher's principal and superintendent.
<i>By or on October 28, 2013</i>	Inform the National Teacher of the Year Program of the name of your state's candidate, subject and grade level(s) taught, and the name of the candidate's school.
<i>On or before Friday, November 1, 2013</i>	Candidates' completed applications must be in the National Teacher of the Year Program office.
<i>Mid-November, 2013</i>	Each member of the National Selection Committee receives from the National Program office a full set of the state applications for review prior to the initial meeting of the Committee.
<i>December, 2013</i>	The Selection Committee meets and selects four finalists.
<i>January, 2014</i>	Each chief state school officer of the four states selected will be notified by the Director of the National Teacher of the Year Program. The state will then notify the teacher.
<i>March, 2014</i>	The four finalists will be brought to Washington, D.C., for a three-day period in which they will meet with the Selection Committee in a variety of situations, including individual interviews.
<i>March, 2014</i>	The teacher selected and the three finalists, along with their chief state school officers, will be notified of the Selection Committee's decision.
<i>April, 2014</i>	The 2014 National Teacher of the Year will be announced and honored in Washington, DC, in a series of events including recognition at a White House ceremony.